



AGENDA PLANNING COMMISSION

January 27, 2025

at 7:00 p.m.

Stayton Library
515 N. First Avenue
Stayton, Oregon 97383

HYBRID MEETING

The Stayton Planning Commission will be holding a hybrid meeting utilizing Zoom video conferencing software. The meeting will be in-person but can also be attended virtually. If you would like to virtually participate in the meeting, please contact Pauly Norby at pnorby@staytonoregon.gov to receive an invitation to the online meeting.

1. CALL TO ORDER

2. MEETING MINUTES

- a. Approval of November 25, 2024, Minutes

3. PUBLIC HEARING

LAND USE FILE #15-10/24 - Application for a Conditional Use to allow the addition of an automobile dealership to an existing developed site at 333 N 1st Avenue in a Commercial Retail (CR) Zone.

- a. Staff Introduction and Report
- b. Applicant Presentation
- c. Questions from the Commission
- d. Questions and Testimony from the Public
- e. Applicant Summary
- f. Staff Summary
- g. Close of Public Hearing
- h. Commission Deliberation
- i. Commission Decision

4. ADJOURN

The meeting location is accessible to people with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodation, contact the Community and Economic Development Department at (503) 769-2998.

City of Stayton

MEMORANDUM

TO: Chairperson Larry McKinley and Planning Commission Members
FROM: Jennifer Siciliano, Director of Community and Economic Development
DATE: January 27, 2024
SUBJECT: Conditional Uses – Automobile Dealer – 333 N 1st Avenue
120 DAYS ENDS: April 22, 2025.

ISSUE

The issue before the Planning Commission is a public hearing on an application for a Conditional Use Permit to allow the addition of an automobile dealership to an existing developed site at 333 N 1st Avenue, located within the Commercial Retail (CR) zoning district. The site is currently utilized as an automotive detailing business, a use that will continue alongside the proposed dealership.



BACKGROUND AND ANALYSIS

The property at 333 N 1st Avenue is already developed with an automotive detailing shop with a 1,161 square foot building with two (2) bays with associated parking in a Commercial Retail (CR) zone. In 2011, a Change of Use was approved to change the property from an “eating place” to a “general auto repair”. In 2012, a Change of Use was approved to change the property from “auto repair” to “retail”. In 2015, a Change of Use was approved to change the property from “retail” to a “car wash” (automotive detailing). An automotive dealer use is required to obtain approval with a Conditional Use. The automotive detailing business will continue to use this site.

The parcel is approximately .23 acres and includes frontage on both N 1st Avenue and W Ida Street. There are two accesses along 1st Avenue and one access off Ida Street that spans nearly the entire length of the frontage. The intersections do not meet the city's access spacing standards. However, since no new building construction is planned and the anticipated increase in traffic will be minimal, no changes to the existing access driveways will be required. Residential use abuts the parcel, but they are all zoned for Commercial Retail (CR). No written public comments were received during the notification process.

City of Stayton

The applicant submitted a parking site plan showing a total of 24 parking spaces: three (3) for customer parking, four (4) for Master's Touch auto detailing, and 17 for Dale Auto – automotive dealer. It is unclear if the customer parking is for Master's Touch or for the new automotive dealer. Parking requirements for Master's Touch are determined by the number of bays that are used. Since there are two (2) bays, this use requires eight (8) parking spaces. Since Dale Auto, the automotive dealer, is not using the building, they do not have any parking requirements. The applicant should submit a new parking plan showing eight (8) dedicated parking spaces to Master's Touch and one handicapped/disabled parking. This is reflected in the draft order of approval.

The city did receive agency responses from the City of Stayton's Transportation Consultant and the Stayton Police. See attachments.

RECOMMENDATION

The staff recommends option one to approve the draft order as presented.

OPTIONS AND SUGGESTED MOTIONS

Staff has provided the Planning Commission with a number of options, each with an appropriate motion. The Planning Department recommends the first option to approve the draft order as presented.

1. Approve the application, adopting the draft order as presented.

I move the Stayton Planning Commission approve the application for a Conditional Use for Randy Cranston, (Land Use File #15-10/24) and adopt the draft order presented by Staff.

2. Approve the application, adopting modifications to the draft order.

I move the Stayton Planning Commission approve the application for a Conditional Use for Randy Cranston (Land Use File #15-10/24) and adopt the draft order with the following changes...

3. Deny the application, directing staff to modify the draft order.

I move the Stayton Planning Commission deny the application for a Conditional Use for Randy Cranston (Land Use File #15-10/24) and direct staff to modify the draft order to reflect the Planning Commission's discussion and bring a revised draft order for Planning Commission approval at the February 24, meeting.

4. Continue the hearing until February 24, 2025.

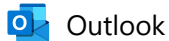
I move the Stayton Planning Commission continue the public hearing on the application for a Conditional Use for Randy Cranston (Land Use File #15-10/24) until February 24, 2025.

5. Close the hearing but keep the record open for submission of written testimony.

I move the Stayton Planning Commission close the hearing on the application for a Conditional Use for Randy Cranston (Land Use File #15-10/24) but maintain the record open to submissions by the applicant until February 3, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on February 24, 2025.

6. Close the hearing and record, and continue the deliberation to the next meeting.

I move the Stayton Planning Commission continue the deliberation on the application for a Conditional Use for Randy Cranston (Land Use File #15-10/24) until February 24, 2025.



Outlook

Re: Pre-Application Meeting - Conditional Use - Auto Dealership at 333 N 1st Avenue

From Caleb Cox <ccox@kittelson.com>**Date** Wed 11/20/2024 4:46 PM**To** Jennifer Siciliano <jsiciliano@staytonoregon.gov>**Cc** Susan Wright <swright@kittelson.com>; Michael Ruiz-Leon <mruiz-leon@kittelson.com>

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please contact Information Technology for assistance.

Hi Jennifer,

The conditional use pre-application for 333 N 1st Avenue is proposing a car dealership and detailing use. The site is currently a car detailing service (Master's Touch Auto). The anticipated traffic generated by the change in use is well below the threshold to trigger a comprehensive traffic impact study.

The existing site has 3 driveways. Two of which are very close to the intersection and don't meet access spacing standards. Ida Street is a collector requiring 150' spacing, and 1st street is a Neighborhood Collector requiring 50' spacing per table 17.26.020.3.h.

Based on Google Streetview, it looks like the owner already has cones blocking one of the driveways on 1st Ave.



And on Ida Street the driveway spans nearly the entire length of the property frontage:



Our recommendation is to require the driveways to be reconfigured to meet access-spacing requirements to the extent feasible. The best scenario I can see is to close the driveway fronting Ida St and close the southernmost driveway on N 1st Ave. Leaving the northernmost driveway on N 1st Ave as the only access. This is consistent with the City's policy to provide site access on the lesser functional classification road when a property fronts two roads.

While a traffic impact study isn't required, the applicant should submit a transportation assessment letter to verify that the site access driveways will meet access spacing standards per 17.26.050.2

Thanks,

Caleb Cox, PE
Senior Engineer

[Kittelson & Associates, Inc.](#)
Transportation Engineering / Planning
503.535.7453 (direct)

From: [Gwen Johns](#)
To: [Jennifer Siciliano](#)
Subject: FW: Request for Comments on Application for Conditional Use - 333 N 1st Avenue - Automotive Dealer
Date: Wednesday, January 15, 2025 5:31:36 PM

See Sgt Meeks comments below

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Michael Meeks <mmeeks@staytonoregon.gov>
Date: 1/15/25 4:41 PM (GMT-08:00)
To: Gwen Johns <gjohns@staytonoregon.gov>
Subject: RE: Request for Comments on Application for Conditional Use - 333 N 1st Avenue - Automotive Dealer

No designated disabled parking. And it looks pretty crowded.

From: Gwen Johns <gjohns@staytonoregon.gov>
Sent: Monday, January 13, 2025 10:16 AM
To: Dean Butler <dbutler@staytonoregon.gov>; Michael Meeks <mmeeks@staytonoregon.gov>; Matthew Leonard <mleonard@staytonoregon.gov>; Dave Bevens <dbevans@staytonoregon.gov>
Subject: FW: Request for Comments on Application for Conditional Use - 333 N 1st Avenue - Automotive Dealer

In case you had any comment. Maybe send response via me so we are all on same page.



City of Stayton

Department of Community and Economic Development

362 N. Third Avenue • Stayton, OR 97383

Phone: (503) 769-2998 • Fax (503) 769-2134

jsiciliano@staytonoregon.gov

www.staytonoregon.gov

REQUEST FOR COMMENTS ON PROPOSED LAND USE ACTION

DATE: January 10, 2025

TO: Stayton Police Department
North Santiam School District
Marion County Public Works
Stayton Cooperative Telephone
Santiam Water Control District
Stayton Fire District
Stayton Public Works
Pacific Power
Northwest Natural
Wave Broadband

FROM: City of Stayton Community and Economic Development Department

RE: Land Use File 15-10/24 – Application for a Conditional Use for an automotive dealer in a Commercial Retail (CR) zone on a .23-acre property at 333 N 1st Avenue.

APPLICANT: Randy Cranston, 372 SE Church Street, Sublimity, OR 97385

TAX MAP/LOT NUMBER: 091W10CD03000

DECISION CRITERIA: Stayton Municipal Code (SMC) 17.12.190.4 Conditional Use Approval Criteria;

APPLICATION DEEMED COMPLETE: December 23, 2024

The City of Stayton is soliciting comments which you may wish to contribute to Stayton's review of the above described land use case. Any questions should be directed to Jennifer Siciliano, Community and Economic Development Director, 362 N. Third Avenue, Stayton, Oregon 97383, (503) 769-2998 or at jsiciliano@staytonoregon.gov.

In order for staff to process this application in a timely manner, comments need to be in our office by **January 20, 2025**. You may make your comments to city staff by phone, email, or letter. You may use the response form below.

Failure to reply or participate in a hearing will be interpreted as no objection to the proposal.

PLEASE CHECK THE APPROPRIATE ITEMS:

- ☐ We are not affected by the proposal.
- ☐ We have reviewed the proposal and have no comments.
- ☐ We would like to receive a copy of the staff decision/report in this case.
- ☒ Our comments are attached.
- ☐ Our comments are:

By: John Rasmussen

Date: 1/22/25

Agency: MCPL Eng

THE CITY OF STAYTON IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

POLICE
386 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-3423
FAX (503) 769-7497

**COMMUNITY AND
ECONOMIC
DEVELOPMENT**
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2998
FAX (503) 767-2134

PUBLIC WORKS
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2919
FAX (503) 767-2134

WASTEWATER
950 JETTERS WAY
STAYTON, OR 97383
(503) 769-2810
FAX (503) 769-7413

LIBRARY
515 N. FIRST AVENUE
STAYTON, OR 97383
(503) 769-3313
FAX (503) 769-3218

John Rasmussen

From: John Rasmussen
Sent: Wednesday, January 22, 2025 4:26 PM
To: Jennifer Siciliano
Subject: City Land Use File 15-10/24

Hi Jennifer,

We have reviewed that application for a car dealership at 333 N 1st Avenue in Stayton and have the following comments:

- In order to not block Intersection Sight Distance looking north from the west leg of W Ida St, display vehicles should not be allowed to be parked within the segment of the 1st Ave public R/W frontage between the south property line and a projection of the south side of the existing building to that R/W.
- Permanently close the 1st Ave south driveway approach under an Access Permit from Marion County. This driveway appears redundant for the current and proposed use of the property.

Thank you,



John Rasmussen, PE | Civil Engineer Associate 3
Land Development Engineering & Permits
Engineering Division, Marion County Public Works
✉ jrasmussen@co.marion.or.us
☎ (503) 584-7706 (office) □



7. The following table is for minimum intersection and driveway sight distances:

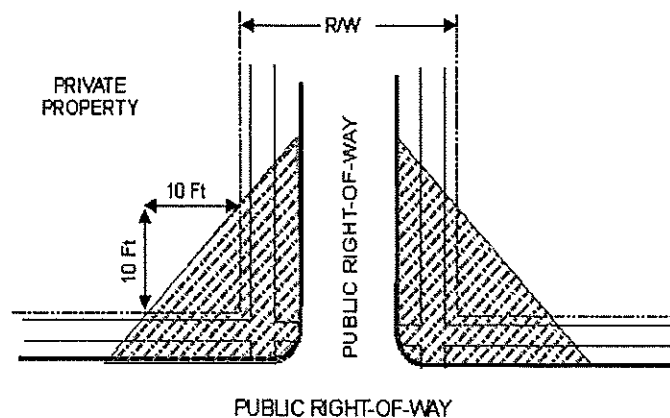
Design Speed (mph)	Minimum Intersection/Driveway Sight Distance (Feet)
20	200
25	250
30	300
35	350
40	400
45	450
50	500

Source: SMC, Table 17.26.020.4.c

8. No modifications or exceptions will be allowed without approval of the City Engineer.

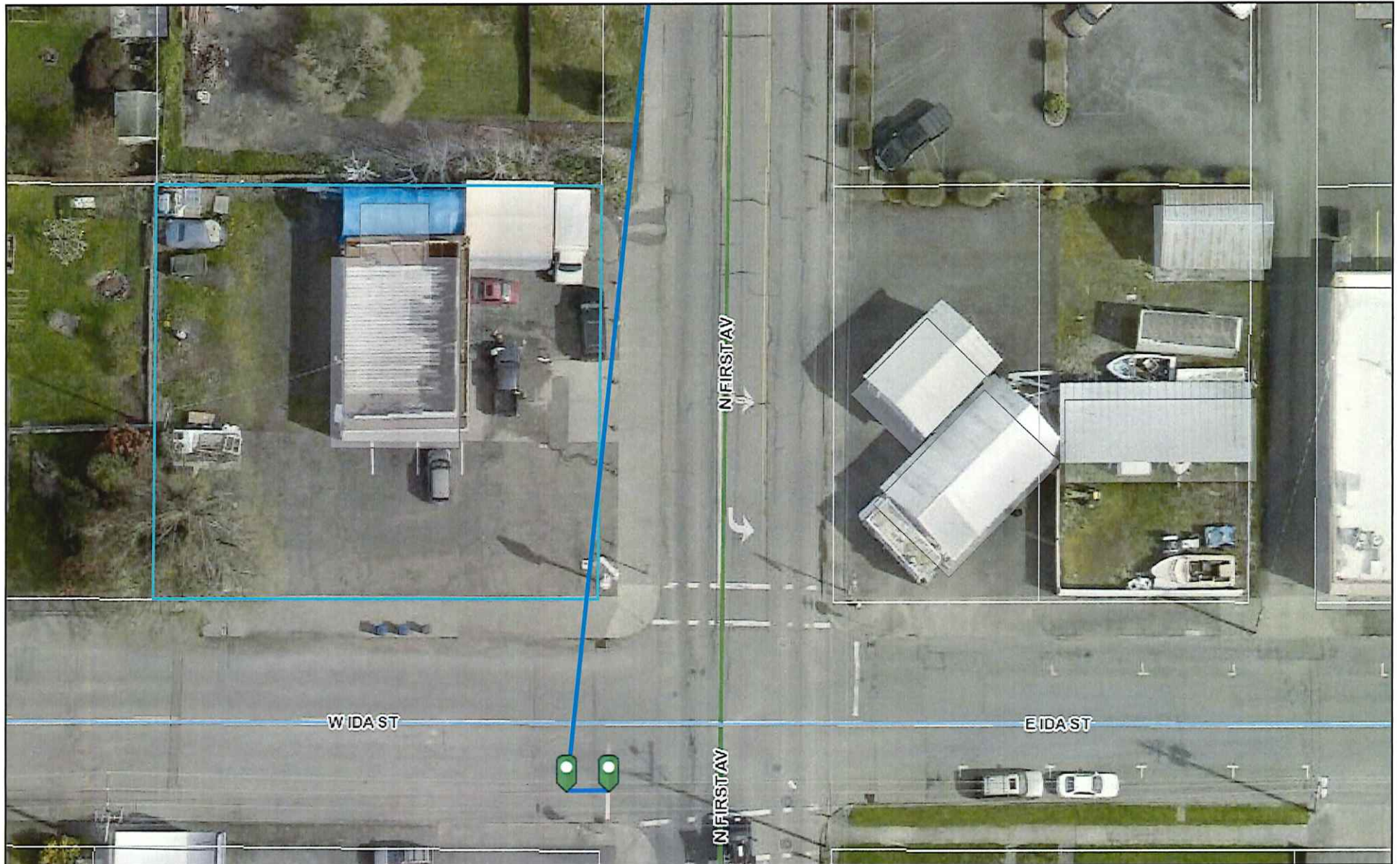
303.06.D SIGHT (VISION) CLEARANCE AREAS

1. Work within the public right-of-way and adjacent to public streets and multi-use paths shall not have fences, berms, walls, commercial signs, vehicles, hedges, off-street parking spaces, or other planting or structures erected, planted, placed, or maintained within a sight clearance area. If the relation of the surface of the lot to the streets is such that visibility is already obscured, nothing shall be done to reduce visibility within the sight clearance area.
2. The horizontal limits of the sight (vision) clearance area shall be a triangular area measuring 10 feet along the right-of-way or private access, as shown in the following diagram. The edge of the hard surfaced area of the private access, be it roadway, curb, or sidewalk, shall be treated as the right-of-way line in determining the sight (vision) clearance areas.



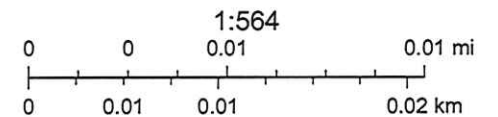
3. The sight (vision) clearance areas shall not contain temporary or permanent obstructions to vision exceeding 24 inches in height above the curb level or street shoulder where there is no curb, except a supporting pillar or post not greater than 12 inches in diameter or 12 inches on the diagonal of a rectangular pillar or post; and further excepting utility poles and those posts, poles, tree trunks, street signs, streetlights, and traffic control signs (SMC 8.04.060.3.b).
4. Sight (vision) clearance shall not be required at a height 7 feet or more above the curb level or 7 feet 6 inches above the shoulder of a street that does not have curbs (SMC 8.04.060.3.c).

LDEP Web Map



1/13/2025, 10:07:21 AM

- | | | | | | |
|-------------------|-------------------------------|------------|------------|---------------|---------------|
| Building Outlines | Non County Roads | City Roads | City Roads | City Roads | Private Roads |
| Roadways | County Owned, City Maintained | City Roads | City Roads | City Roads | Parcels |
| State Roads | City Roads | City Roads | City Roads | City Roads | |
| County Roads | City Roads | City Roads | City Roads | City Roads | |
| Non County Roads | City Roads | City Roads | City Roads | Federal Roads | |
| Non County Roads | City Roads | City Roads | City Roads | Federal Roads | |



MC-ASR, MC-IT GIS, County of Linn, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri,

Public Works LDEP

County of Linn, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA | none | MC-Planning, MC-IT GIS | MC IT-GIS, MC Planning | MC-IT GIS, MC-Assessor



BEFORE THE STAYTON PLANNING DEPARTMENT

In the matter of
The application of
Randy Cranston

) Conditional Use
) File # 15-10/24
)

ORDER OF CONDITIONAL APPROVAL

I. NATURE OF APPLICATION

The application is requesting conditional use approval for automotive sales at 333 N 1st Avenue in a Commercial Retail (CR) zone.

II. FINDINGS OF FACT

A. GENERAL FINDINGS

1. The owner and applicant are Randy Cranston.
2. The properties can be described on Marion County Assessors Map as 333 N 1st Avenue (tax lot 091W10CD03000).
3. The properties have approximately the following frontage: 100 feet along N 1st Ave, and 100 feet along W Ida Street. The property is approximately .23 acres.
4. The property is zoned Commercial Retail (CR).
5. The neighboring properties to the north, east, west, and south are all zoned Commercial Retail (CR).

B. EXISTING CONDITIONS

The subject property is currently developed an automotive detailing company with associated parking. The parcel abuts residential properties in commercially zoned parcels.

C. PROPOSAL

The proposal is to add an auto dealership to display cars for sale on the lot and keep the automotive detailing commercial use.

D. AGENCY COMMENTS

The following agencies were notified of the proposal: City of Stayton Public Works, Marion County Public Works, WAVE Broadband, Stayton Cooperative Telephone Company, Pacific Power, Northwest Natural Gas, Santiam Water Control District, Stayton Fire District, Stayton Police Department, Salem Development Services, and Santiam Hospital.

Responses were received from City of Stayton's Transportation Consultant, and the Stayton Police whose comments are reflected in the findings below.

E. PUBLIC COMMENTS

The surrounding property owners were notified of the public hearing and the application. No written comments were received before the public hearing.

F. ANALYSIS

Conditional Use applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.190.

G. APPROVAL CRITERIA

Pursuant to SMC 17.12.190.4 the following criteria must be demonstrated as being satisfied by the application:

- a. *The proposed conditional use is compatible with the surrounding area as measured by factors such as noise, odors, appearance, traffic congestion, hazards to the public, generation of waste products, scale of development, excessive glare of lighting, and demand on public services and facilities.*

Analysis: A commercial business, automotive detailing, is already operating on this parcel and will continue to do so. The proposal to utilize the existing parking lot for displaying used automobiles for sale will not introduce any additional noise, odor, excessive lighting glare, or demands on public services beyond what is typical for commercial use.

Finding: The proposal is unlikely to generate additional noise, odors, public hazards, or glare beyond what is typical for commercial use. The parking lot may appear fuller with cars, and there may also be an increase in visitors coming to view and inspect the automobiles for sale.

- b. *The proposed conditional use is compatible with the purposes and standards of the zoning district in which it is proposed.*

Analysis: The current use of automobile detailing, which will remain, and the addition of an automobile dealer are typical commercial uses.

Finding: The Code explicitly permits automotive dealerships in the Commercial Retail Zone, which is designated to support commercial activities and is not intended solely for residential use.

- c. *Identified adverse impacts may be mitigated or eliminated through the imposition of special conditions on the proposed use or by modifying the proposed use.*

Analysis: The existing use on the site, an automobile detailing business, will remain in operation. This business includes two (2) bays, requiring a total of eight (8) parking spaces. Parking requirements for automobile dealerships are typically based on the square footage of the building. However, since no building is proposed for the used auto dealership at this time, no additional parking spaces are required for this use. Usually, one handicapped/disabled parking is required for every 25 parking spaces.

Finding: Eight (8) dedicated parking spaces with at least one (1) designated as handicapped/disabled parking should be allocated for the automotive detailing business, based on the use of its two (2) bays. The remaining parking spaces may be utilized for the automotive dealership.

Conditions: To comply with zoning requirements, eight (8) parking spaces must be reserved for

the automotive detailing business with one (1) parking spot designated for handicapped/disabled parking with stripping and sign, while the remaining parking spaces may be used by the automotive dealership.

- d. *There will be no adverse affects on the normal flow or movement of traffic in the immediate area.*

Analysis: The current parcel includes three (3) existing driveways: one along Ida Street, which spans nearly the entire length of the parcel, and two (2) along 1st Avenue. Two of these driveways are located very close to the intersection and do not comply with the city's access spacing standards. Ida Street, classified as a collector, requires 150 feet of spacing, while 1st Avenue, a Neighborhood Collector, requires 50 feet of spacing. According to the city's traffic engineer, the anticipated traffic generated by the change in use falls well below the threshold that would require a comprehensive traffic impact study.

Finding: Since no additional building is being constructed and based on rough proportionality, the applicant is not required to adjust the driveway spacing at this time. However, it is important to note that future development may necessitate modifications to the driveway access to meet spacing requirements.

- e. *There are available urban services to the property.*

Analysis: The property is developed with urban services including water, and sewer.

Finding: The property has existing urban services utilities.

- f. *Other property in the City that would allow the proposed use outright is not reasonably available.*

Analysis: The proposed use is permitted in the Commercial General (CG) and Commerce Park (CP) zones with a Site Plan Review and in the Commercial Retail (CR) zone with a Conditional Use Permit. However, the potential applications for a used automotive dealership within these zones are limited.

Finding: There are a limited amount of Commercial General (CG) and Commerce Park (CP) properties for the use of an automotive dealership. The Commercial Retail (CR) zone allows this use with conditional use approval.

III. CONCLUSION

Based on the facts above, the Planning Commission concludes that the application meets the requirements for Sections 17.12.190 Conditional Uses, and Table 17.20.060.7.b Commercial and Industrial Parking Requirements, except for the following.

1. Table 17.20.060.7.b - Commercial and Industrial Parking Requirements: This section mandates the provision of eight (8) dedicated parking spaces for the existing and remaining automotive detailing business. Compliance with this requirement can be achieved by ensuring that eight (8) dedicated parking spaces are allocated for the automotive detailing use.

IV. ORDER

Based on the conclusions above, the Planning Commission approves the application for conditional use application as detailed in a letter from Dale Auto dated December 2, 2024, and the accompanying materials that comprising the complete application subject to the attached standard conditions of approval and the following specific conditions for approval:

1. The applicant shall submit a revised parking plan designating eight (8) parking spaces with one (1) handicapped/disable space that is stripped and signed for the automotive detailer use.

V. OTHER PERMITS AND RESTRICTIONS

The applicant is herein advised that the use of the property involved in this application may require additional permits from the City or other local, State or Federal agencies.

The City of Stayton Land Use review and approval process does not take the place of, or relieve the Applicant of responsibility for acquiring such other permits, or satisfy any restrictions or conditions there on. The land use permit approval herein does not remove, alter, or impair in any way the covenants or restrictions imposed on this property by deed or other instrument.

In accordance with Section 17.12.120.7, the land use approval granted by this decision shall be effective only when the exercise of the rights granted herein is commenced within 1 year of the effective date of the decision. In case such right has not been exercised or extension obtained, the approval shall be void. A written request for an extension of time may be filed with the City Planner at least 30 days prior to the expiration date of the approval.

VI. APPEAL DATES

The Planning Commission's action may be appealed to the Stayton City Council pursuant to Stayton Municipal Code Section 17.12.110 APPEALS.

Planning Commission Chairperson

Date

Jennifer Siciliano,
Director of Community and Economic Development

Date

LV 15-10/24



CITY OF STAYTON
APPLICATION FOR CONDITIONAL USE

PROPERTY OWNER: Randy Cranston
Address: 372 SE Church St.
City/State/Zip: Salem, OR 97385
Phone: (503) 991-0484 Email: _____

APPLICANT: Dale Auto
Address: 42039 Mount Pleasant Dr.
City/State/Zip: Scio OR 97374
Phone: (541) 513-0852 Email: sale@daleauto@gmail.com

APPLICANT'S REPRESENTATIVE: _____
Address: _____
City/State/Zip: _____
Phone: () _____ - _____ Email: _____

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING	ENGINEERING
Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: () _____ - _____	Phone: () _____ - _____
Email: _____	Email: _____

Select one of the above as the principal contact to whom correspondence from the Planning Department should be addressed:

☐ owner ☒ applicant ☐ applicant's representative ☐ planning consultant ☐ engineer

LOCATION:

Street Address: 333 N. 1st Ave. Stayton, OR 97383
Assessor's Tax Lot Number and Tax Map Number: _____
Closest Intersecting Streets: _____

ZONING MAP DESIGNATION: _____

PROPOSED USE: Small auto dealership and detail shop

SIGNATURE OF APPLICANT: [Signature]

DO NOT WRITE BELOW THIS LINE

Application received by: _____ Date: _____ Fee Paid: \$ _____ Receipt No. _____
Land Use File# _____

APPLICATION CHECKLIST FOR CONDITIONAL USE REVIEW

This checklist has been prepared to assist applicants in submitting an application that includes all the submission requirements in Section 17.12.190. Please note that this checklist may paraphrase the requirements from the Code. It is the applicant's responsibility to read and understand the requirements of the Code. Review of an application will not begin until a complete application has been submitted. If you have questions, contact the Community and Economic Development Department.

- ☐ Property Owner Authorization: If the applicant is not the owner of the property, the application must include written indication of the applicant's right to file the application. This may be a purchase and sale agreement, an option or other document that gives the applicant some legal interest in the property.
- ☐ A site plan at a scale of 1 inch equals not more than 50 feet with a north point, graphic scale, tax map number and tax lot number included.
- ☐ The site plan shall show the property for which the conditional use is requested, surrounding properties, neighboring streets and roads, existing uses of the property, and proposed development and improvements of the property.
- ☐ Vicinity Map: The vicinity map may be drawn on the same map as the site plan. All properties, streets, and natural features within 300 feet of the perimeter of the parcel shall be shown on the vicinity map.
- ☐ The boundary lines of the parcel and area of the property in acres or square feet.
- ☐ A narrative statement fully explaining the proposed use and fully addressing the criteria for approval of a conditional use.
- ☐ A Transportation Assessment Letter or a Transportation Impact Analysis. A Transportation Impact Analysis is required if:
 - 1) The development generates 25 or more peak-hour trips or 250 or more daily trips.
 - 2) An access spacing exception is required for the site access driveway(s) and the development generates 10 or more peak-hour trips or 100 or more daily trips.
 - 3) The development is expected to impact intersections that are currently operating at the upper limits of the acceptable range of level of service during the peak operating hour.
 - 4) The development is expected to significantly impact adjacent roadways and intersections that have previously been identified as high crash locations or areas that contain a high concentration of pedestrians or bicyclists such as a school.

The Transportation Impact Analysis shall be based on the standards and requirements in Section 17.26.050. If a Transportation Impact Analysis is not required, a Transportation Assessment Letter shall be submitted that meets the requirements of 17.26.050.2.

Submittal of all materials in an electronic format is required.

BURDEN OF PROOF

This is a quasi-judicial application in which the applicant has the burden of proof. According to law, the applicant must present to the decision maker facts, evidence, analysis, and justification for each and every decisional criteria in order to carry out that burden of proof. It is important to remember that there is no assumption that the applicant is entitled to this approval. The burden of proof lies with the applicant to prove how the proposal complies with the land use ordinances, not with the City of Stayton.

Stayton Municipal Code Title 17, Land Use and Development, is available online at: www.staytonoregon.gov. Click on the Document Center tab and select Municipal Code.



Daleauto.net
Scio, OR (541)979-8214

December 2, 2024

City of Stayton
Planning and Development
362 N Third Ave
Stayton, OR 97383

Re: Dale Auto Conditional Use Application

Jennifer Siciliano,

1. *Proposal:* Dale Auto, owned by Corey and Liza Zehner, would like to expand our car dealership to Stayton by adding a supplemental lot. Our main lot will be at our home 42039 Mount Pleasant Dr. Scio, OR. 97374. We would maintain all records and personal information of our customers at our home office, the keys for vehicles will be in a secured container that will be brought back to our home office, not kept at the building in Stayton. However, we would like to display 8-10 vehicles at 333 N. 1st Ave in Stayton. The building is currently being used for a detailing business which will remain and we will share the space with Master's Touch, see attached sublease agreement. Dale Auto prides itself on only offering mechanically sound and detailed vehicles. We specialize in one owner, low mile vehicles. Our goal is to 'beautify' the building, in compliance with the current owner and city of Stayton, by painting the building, replacing broken windows, adding landscaping, and sealing the pavement. That corner gets a lot of traffic and we feel that by improving the building it will have a positive impact on the city of Stayton, as well as add to the city of Stayton's commerce by providing vehicles that meet the needs of locals as well as business owners.

2. *Compatibility:* Dale Auto will not add any adverse impact such as traffic issues, noise, additional waste, odors, or hazards. We run our business by appointment only and due to the low number of vehicles we do not foresee high traffic.
3. *Compatibility with Zoning District:* The location is currently zoned as commercial retail and is used as an auto detail shop. Please see attached map of the building to verify the four spots required for the detail business and where Dale Auto would like to display vehicles. We also added three parking spots for customers.
4. *Potential Adverse Impacts:* Dale Auto does not foresee any adverse impact.
5. *Traffic Impacts on Surrounding Area:* Dale Auto runs its business by appointment only between the hours of 9:00 am-6:00 pm. If customers require a time outside of this we will direct them to our main lot at 42039 Mount Pleasant Dr. Scio, OR 97374. We believe this will mitigate the amount of traffic for this area.
6. *Adequate Utilities:* Dale Auto is not changing or adding to how the building is currently being used. There should be no issues with utilities, water, garbage, etc...

In summary, Dale Auto would like to extend our business by adding a supplemental lot for our dealership. We strongly feel that our business will be a positive addition to the City of Stayton. Our goal is to add to the beauty of Stayton by updating the current building and displaying clean vehicles on a lot that is well cared for and inviting.

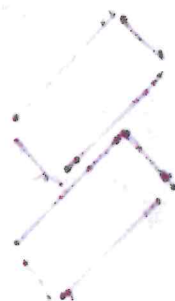
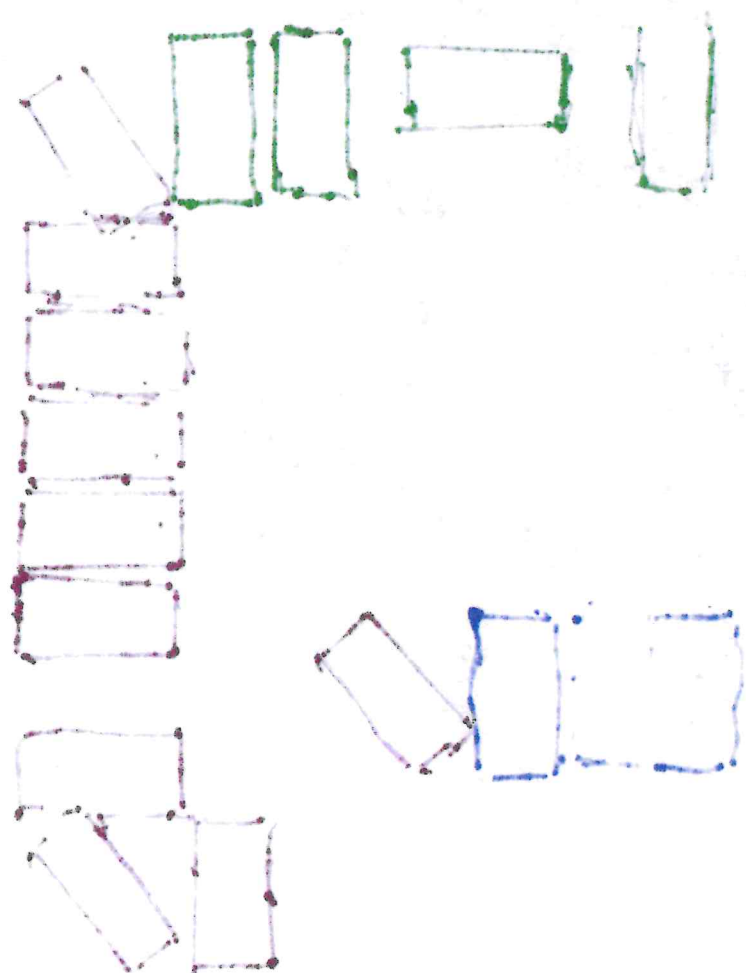
Thank you,



Corey and Liza Zehner
Dale Auto
541-513-0852
42039 Mount Pleasant Dr.
Scio, Or. 97374
salesdaleauto@gmail.com



■ CUSTOMER PARKING ■ DALE A-TO
■ MASTER'S TRENCH



December 2, 2024

City of Stayton
Planning and Development
362 N Third Ave
Stayton, OR 97383

Randy Cranston, the owner, authorizes Corey and Liza Zehner, the applicant, to submit a conditional use application for selling automobiles at 333 N 1st Avenue, Stayton, OR.

Owner:

~~Randy Cranston~~

Clarence R. Cranston



Date 12-2-2024

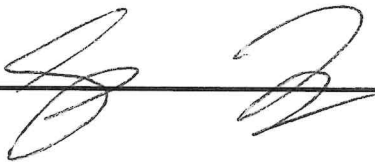
Applicants:

Corey Zehner

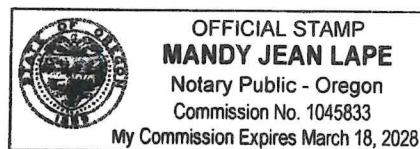


Date 12-2-24

Liza Zehner



Date 12-2-24



Mandy Lape
12-2-2024
Marion County, Oregon

Report Criteria:

Selected users: Windy Cudd

Receipt Number	Date	Category	Customer Number	Customer Name	Distribution	Description	A	R	D	G	V	Distribution Amount	Receipt Total
12/02/2024													
Receipt Group 10													
10.003511	12/02/2024	General & Dep		Dale Auto	Land Use Depos	LU# 15-10/24 33	N	Y	N	N	N	1,700.00	1,700.00
Total 10:													1,700.00
Total 12/02/2024:													1,700.00
Grand Totals:													1,700.00

City of Stayton
362 N Third Ave.
Stayton OR 97383-1726 503-769-3425

Receipt No: 10.003511 Dec 2, 2024

Dale Auto

Previous Balance: .00
General & Deposits
LU# 15-10/24 333 N 1st Ave 1,700.00

Total: 1,700.00

Check
Check No: 6107 1,700.00
Payor:
Dale Auto
Total Applied: 1,700.00

Change Tendered: .00

12/02/2024 3:21 PM